

**VOLUNTARY BUYOUT PROGRAM
DEPARTMENT OF GENERAL SERVICES
BUSINESS JUSTIFICATION**

321.01 OFFICE OF FINANCIAL MANAGEMENT

OFFICE OF FINANCIAL MANAGEMENT

Executive Summary

The Office of Financial Management (OFM) provides analytical and technical service support that is critical to the daily operation of the Department of General Services. OFM is responsible for providing budgetary, payroll, and financial management services to the department. OFM strives to provide accurate, clear, and concise information through sound budgetary analysis and fiscal reporting. The goal is to facilitate data-driven decision making in all program areas by providing relevant, appropriate, and timely information to the agency's leadership team. The Office of Financial Management is supported by the following classifications.

- (1) Fiscal Director 3
- (3) Business Analyst
- (2) Internal Service Fund Specialist
- (1) Administrative Services Assistant 3
- (1) Secretary
- (1) Clerk 2

We have identified the classifications of Clerk 2, Secretary, and Administrative Services Assistant 3 to participate in the Voluntary Buyout Plan. With improved efficiencies gained with its internal processes, internal reorganization, and redistribution of responsibilities, there is an excess of administrative support staff to provide service to its customers.

In the event eligible employees do not apply or are not accepted for the VBP, the OFM has no present intention of eliminating or reclassifying the identified classifications/positions.

Business Justification and Assessment

OFM has three (3) administrative support staff positions, Administrative Services Assistant 3, Secretary and Clerk 2, to assist the staff with providing service to the department's programs. Administrative services include office management, processing incoming and outgoing correspondence, preparation of correspondence, ordering office supplies, payment of registration fees, memberships and conferences with a vendor payment card, performing monthly telephone reconciliations, reviewing and verifying DGS divisional telephone charges, coordinating ERP security access rights for the agency, and coordinating and tracking OFM training. All staff members are equipped with direct lines that have voicemail functionality, and meetings are now predominantly scheduled through Microsoft Outlook.

Based on a pending relocation of procurement responsibilities from STREAM scheduled for July 1, 2015, OFM proposes to reclassify the first position to accept the VBP to a higher classification of Executive Administrative Assistant 1 and to abolish the remaining two (2) positions should the current incumbents elect to accept the VBP. Any residual administrative duties can be shared among office staff without impacting service delivery to the department. No action will be made to the positions if the incumbent(s) elect to decline the VBP offer and the incumbent(s) will be allowed to retain the position(s).

DEPARTMENT OF GENERAL SERVICES
321.01 OFFICE OF HUMAN RESOURCES

OFFICE OF HUMAN RESOURCES

Executive Summary

The Office of Human Resources (HR) is responsible for administering and managing within this department the state's personnel policies and procedures as set forth by civil service law and the departments of Personnel and Finance & Administration. HR is supported by the following classifications:

- (1) HR Director 3
- (2) Executive Administrative Assistant 1
- (1) HR Manager 1
- (1) Affirmative Action Officer 1
- (1) HR Analyst 3
- (1) HR Analyst 2*; and
- (1) HR Technician 2

We have identified the classification of HR Analyst 2* to participate in the Voluntary Buyout Program. Through internal restructure, redistribution of responsibilities, and improved efficiencies, there is an excess of staff to provide support services to its customers.

In the event eligible employees do not apply or are not accepted for the VBP, HR has no present intention of eliminating or reclassifying the identified classifications/positions.

Business Justification and Assessment

Agency HR offices within Tennessee State government are constantly evolving. As we compare the services currently offered to the services required by the department, we propose the following

- Offer the VBP to the HR Analyst 2* and, should the offer be accepted, retain and reclassify the position to an Employee Relations Manager. If the incumbent elects to reject the VBP offer, the incumbent will retain the position and no action will be taken.

DEPARTMENT OF GENERAL SERVICES
321.01 OFFICE OF TALENT MANAGEMENT

OFFICE OF TALENT MANAGEMENT

Executive Summary

The Office of Talent Management exists to create a culture of continuous improvement, high engagement, workforce capability and capacity through integrated talent strategies, and earning and development programs aligned to the agency mission, vision, and core values. Talent Management is supported by the following classifications:

- (1) Talent Management Director 3
- (1) Management Consultant 2
- (1) Training Officer 2; and
- (1) Administrative Services Assistant 3

We have identified the classification of Administrative Services Assistant 3 to participate in the Voluntary Buyout Program. With the level of services intended to be provided by this office, we recognize a need to staff the positions with a greater skill set and higher level of responsibility.

In the event eligible employees do not apply or are not accepted for the VBP, the Office of Talent Management has no present intention of eliminating or reclassifying the identified classifications/positions.

Business Justification and Assessment

The Office of Talent Management is a new division to the Department of General Services and was originally staffed by administrative and training classifications transferred from the General Services' Office of Human Resources. As the division has evolved and departmental needs have been evaluated, we realize that we need to staff this division with more highly skilled positions. As such, the Office of Talent Management proposes the following:

- Offer the buyout to the incumbent occupying the Administrative Services 3 classification
- If the incumbent accepts the VBP offer, the position will be reclassified to a higher functioning classification of Talent Management Coordinator.
- If the incumbent elects to reject the VBP offer, the incumbent will retain the position and no action will be taken.

DEPARTMENT OF GENERAL SERVICES
321.02 STATE POSTAL SERVICES

STATE POSTAL SERVICES

Executive Summary

The Division of State Postal Services was created in 1972, by statute, to establish centralized mail services for state agencies in Davidson County. The primary objective of the division is to provide an efficient and economical mail system for both incoming and outgoing mail.

State Postal Services is recognized as the liaison for state government and the United States Postal Services (USPS). All activities are performed in accordance with USPS rules and regulations. Maintaining a close working relationship with USPS officials enables the state to coordinate services specific to its needs. State Postal Services is supported by the following classifications:

- (1) DGS Mail Services Director
- (2) DGS Mail Services Assistant Director
- (2) DGS Mail Processing Manager
- (5) DGS Mail Processing Supervisor
- (1) Clerk 3
- (7) DGS Mail Processing Associate 2
- (24) DGS Mail Processing Associate 1

State Postal Services operates through three (3) business units: Administration, which includes the Contract Station and Capitol Couriers, Incoming Mail and Outgoing Mail. We have identified the classification of DGS Mail Processing Associate 1 to participate in the Voluntary Buyout Program.

In the event eligible employees do not apply or are not accepted for the VBP, State Postal Services has no present intention of eliminating or reclassifying the identified classifications/positions.

Business Justification and Assessment

State Postal Services has twenty-four (24) DGS Mail Processing Associate 1 positions through which postal services are supported. With improved efficiencies gained with its internal processes and a redistribution of responsibilities, State Postal Services can continue to provide a high level of service to its customers with two (2) less DGS Mail Processing Associate 1 positions. We propose the following

- Offer the buyout plan to the eleven (11) eligible DGS Mail Processing Associate 1
- Accept two (2) applications to receive the VBP. If more than two (2) applications are received, the two (2) with the greatest years of service will be accepted.
- Retain and reclassify the positions to DGS Mail Associate 2.

- If no applications for the VBP are received, all incumbents will be allowed to retain their current positions and no action will be taken.

DEPARTMENT OF GENERAL SERVICES
321.06 MOTOR VEHICLE MANAGEMENT

MOTOR VEHICLE MANAGEMENT

Executive Summary

The Division of Motor Vehicle Management (MVM) is charged with providing the most efficient and economical ground transportation possible to the various departments and agencies of state government. In addition, the division is responsible for establishing and implementing rules and regulations for the acquisition, utilization, assignment, and maintenance of vehicles and equipment. MMV Operates through three (3) sub-units: Administrative Operations, Fleet Operations and Maintenance.

MVM Administrative Operations

Administrative Operations is responsible for program review, financial operations, and customer service. MVM Administrative Operations are supported by the following classifications

- (1) DGS Vehicle Fleet Mgt Director
- (1) Motor Vehicle Mgmt Assistant Director
- (2) Administrative Services Assistant 4
- (1) Accountant 2
- (1) Administrative Services Assistant 3
- (2) Accounting Technician 2
- (1) Fleet Maintenance Assistant 2
- (1) Fleet Maintenance Assistant 1
- (1) Administrative Secretary
- (1) Account Clerk

We have identified the classifications of Administrative Secretary, Administrative Services Assistant 4, and Motor Vehicle Management Assistant Director to participate in the buyout program.

MVM Fleet Operations

Fleet Operations are responsible for the procurement, assignment and oversight of the fleet program. Responsibilities include coordinating with agencies to determine the need for vehicles, procurement and placement of units with drivers, and oversight of the fleet program. MVM Fleet Operations are supported by the following classifications:

- (1) Motor Vehicle Mgmt Assistant Director
- (1) Fleet Supervisor 2
- (1) Administrative Services Assistant 3
- (1) Fleet Supervisor 1
- (3) Fleet Maintenance Assistant 1

We have identified the classifications of Fleet Supervisor 1 and Motor Vehicle Management Assistant Director to participate in the buyout program.

Maintenance

Maintenance is responsible for coordinating wreck repairs and coordinating with insurance companies or uninsured motorists to reclaim costs as appropriate. MVM Maintenance/Wreck Repair operations are supported by the following classifications:

- (1) Fleet Supervisor 2
- (1) Automotive Master Mechanic Supervisor
- (1) Fleet Supervisor 1
- (3) Fleet Maintenance Assistant 2
- (1) Fleet Maintenance Assistant 1

We have identified the classifications of Fleet Maintenance Assistant 1, Fleet Maintenance Assistant 2, Fleet Supervisor 1, Fleet Supervisor 2 and Automotive Master Mechanic Supervisor to participate in the buyout program.

The Division of Motor Vehicle Management has identified positions that it presently believes may need to be eliminated, or relocated, or reclassified downward (to a lower pay level), or reclassified upward if certain VBP-eligible employees do not elect the VBP. However, no final decision has been made in these regards. No position eliminations, relocations, or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

Business Justification and Assessment

MVM has found considerable cost savings by transitioning from predominantly owned/operated vehicles to leased/operated vehicles. Through this transition, the dynamics and needs of the division have changed as well. The Division of Motor Vehicle Management is in the process of an organizational restructure and reduction in force process to better meet the needs of its customers in a cost effective and efficient manner. The completion of this restructure will result in fewer staff and some newly created position classifications with significantly altered responsibilities.

MVM proposes the following

MVM Administrative Operations

- Motor Vehicle Management Assistant Director – The operational needs of MVM Administrative Operations do not support the need for this level of supervision. If the incumbent elects to accept the VBP offer, the position will be abolished. If the incumbent elects to reject the VBP offer, the position will be abolished.
- Administrative Services Assistant 4 – Offer the VBP to the current incumbent and, if the offer is accepted, reclassify the position to a higher classification of Financial Team Lead. If the incumbent elects to reject the VBP offer, the position will be reclassified and the incumbent may apply for the reclassified position.
- Administrative Services Assistant 3 – The operational needs of MVM Administrative Operations no longer support the need for an Administrative Services Assistant 3. If the incumbent elects to accept the VBP offer, the position

will be reclassified to a higher classification of Business Analyst. If the incumbent elects to reject the VBP offer, the position will be reclassified to a higher classification of Business Analyst and the incumbent may apply for the reclassified position.

- Administrative Secretary – Offer the VBP to the current incumbent of this classification and, if the offer is accepted, reclassify this position to an Executive Administrative Assistant 1. If the VBP offer is declined, the incumbent will remain in the position and no action will be taken.

MVM Fleet Operations

- Motor Vehicle Management Assistant Director – The operational needs of MVM Fleet Operations do not support the need for this level of supervision. . If the incumbent elects to accept the VBP offer, the position will be abolished. If the incumbent elects to reject the VBP offer, the position will be abolished.
- Fleet Supervisor 1 - Offer the VBP to the current incumbent and, if the offer is accepted, reclassify the position to the higher classification of Procurement/Registration Team Lead. If the incumbent elects to decline the VBP offer, the incumbent will be allowed to retain the current position and no action will be taken.

MVM Maintenance Operations

- Automotive Master Mechanic Supervisor –MVM no longer operates an active garage and, therefore the need for an Automotive Master Mechanic Supervisor no longer exists. The current incumbent will be offered the VBP. This position will be reclassified to a new classification of Fleet Maintenance Technician. If the incumbent elects to accept the VBP offer, the position will be reclassified to a new classification of Fleet Maintenance Technician. If the incumbent elects to reject the VBP offer, the position will be reclassified to a new classification of Fleet Maintenance Technician and the incumbent may apply for the reclassified position.
- Fleet Maintenance Assistant 2 – Offer the VBP to the incumbents of all three (3) positions.
 - If any of the VBP offers are accepted, the impacted positions will be reclassified to better reflect the business needs of the division.
 - If any of the VBP offers are declined, the declining incumbents will remain in their position and no action will be taken.
- Fleet Maintenance Assistant 1 –The responsibilities associated with this position no longer exist now that all dispatch vehicle transactions occur through Enterprise. Offer the VBP to the current incumbent. If the incumbent elects to accept the VBP offer, the position will be reclassified to a new, higher classification of Wreck Assistant Coordinator. If the incumbent elects to reject the VBP offer, the position will be reclassified to the new classification and the incumbent may apply for the reclassified position.

DEPARTMENT OF GENERAL SERVICES
321.07 STATE OF TENNESSEE REAL ESTATE ASSET MANAGEMENT

STATE OF TENNESSEE REAL ESTATE ASSET MANAGEMENT

Executive Summary

The State of Tennessee Real Estate Asset Management (STREAM) division of the Department of General Services is dedicated to operating, managing, and maintaining the State's real estate assets in a manner that ensures a comfortable, safe, and efficient working environment for State tenants, employees, and guests. STREAM responsibilities are far-reaching. Every STREAM project focuses on accessibility to tenant constituents, energy saving, and the consideration of the surrounding environment. STREAM provides services through one (1) or more of its five (5) sub-units: Administration, Customer Relations, Strategy, Capital Projects, and Compliance.

STREAM has identified positions that it presently believes may need to be eliminated, or relocated, or reclassified downward (to a lower pay level), or reclassified upward if certain VBP-eligible employees do not elect the VBP. However, no final decision has been made in these regards. No position eliminations, relocations, or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

Administration

STREAM Administration provides direction and leadership to all other STREAM sub-units. STREAM Administration is supported by the following classifications.

- (1) Deputy Commissioner 2
- (1) DGS Senior Business Analyst
- (1) Executive Administrative Assistant 1

Customer Relations

Customer Relations is the face of STREAM to all other agencies and general government. It is through this sub-unit that most agency and customer interaction takes place. STREAM Customer Relations is supported by the following classifications.

- (1) DGS Customer Relations Executive Director (Executive Director of Tenant Services and Facility Management)
- (1) DGS Facilities Contract Management Director
- (2) DGS Facilities Management Field Inspector
- (1) Business Analyst
- (1) DGS Policy Manager
- (1) DGS STREAM Program Manager (State Parking Manager)
- (1) DGS STREAM Program Manager (STREAM Procurement Financial Services)

- (1) Executive Administrative Assistant 1
- (2) Administrative Services Assistant 4
- (4) Administrative Services Assistant 3

Strategy

Strategy is responsible for analyzing real estate assets and developing a strategy and plan to effectively manage the assets in the best interest of the State. In addition, strategy is responsible for securing and maintaining leases, space planning, interior design and relocation coordination for all non-institutional facilities. Strategy is supported by the following classifications.

- (1) DGS Executive Director of Strategy and Portfolio Asset Management
- (1) DGS Leasing Director
- (1) DGS Workplace Strategy and Planning Director
- (1) Facilities Construction Reg Assistant Director
- (2) Business Analyst
- (3) DGS Leasing Agent
- (2) DGS Land Agent
- (1) DGS Project Manager – Real Estate
- (1) DGS Leasing Coordinator
- (2) Planning Analyst 5
- (1) Architect
- (1) Administrative Services Assistant 3
- (3) DGS Interior Planning Specialist 3
- (5) DGS Interior Planning Specialist 2
- (1) Planning Analyst 4
- (1) DGS Leasing Administration Manager
- (1) Administrative Services Assistant 3
- (1) Real Property Agent 3
- (1) Administrative Services Assistant 2*

Capital Projects

Capital Projects oversees implementation of planned and funded capital projects approved by the State Building Commission. These assignments are typically new building design or major maintenance on existing buildings. Capital Projects is supported by the following classifications:

- (1) DGS Executive Director of Capital Projects
- (1) DGS Energy & Sustainability Director
- (1) Facility Administration Manager
- (1) DGS Energy Engineer
- (7) DGS Project Manager – Real Estate
- (1) Business Analyst
- (1) DGS Director of Capitol Projects
- (2) Energy Consultant
- (1) Executive Administrative Assistant 1
- (1) Facilities Construction Director
- (5) Architect
- (2) Administrative Services Assistant 3

(1) Administrative Services Assistant 2*

We have identified the classifications of Administrative Services Assistant 3, Architect, Facilities Construction Director, Executive Administrative Assistant 1, DGS Project Manager-Real Estate, DGS Director of Capital Projects, and Energy Consultant to participate in the Voluntary Buyout Plan. These positions have been identified because they will be part of a future re-alignment of their functions, which may eliminate the need for the positions or be part of an outsourcing effort.

Compliance

Compliance is responsible for the legal aspects of STREAM. From reviewing contracts, to ensuring fire/life safety programs are in compliance with state and federal regulations. Compliance is supported by the following classifications.

- (1) DGS Real Estate Compliance Executive Director
- (1) Real Estate Compliance Assistant Director
- (1) Attorney 4
- (1) Facilities Construction Reg Assistant Director
- (1) Attorney 3
- (1) DGS Environment Compliance Manager
- (1) DGS Safety & Compliance Manager
- (1) Administrative Services Assistant 5
- (2) Real Property Agent 4
- (1) Administrative Services Assistant 4
- (1) Legal Assistant
- (1) Real Property Agent 3
- (2) Administrative Services Assistant 3
- (1) Administrative Services Assistant 2*
- (1) Administrative Assistant 1

We have identified the classifications of Real Property Agent 3 and Administrative Assistant 1 to participate in the Voluntary Buyout Plan. These positions have been identified because they will be part of a future re-alignment of their functions, which may eliminate the need for the positions.

Business Justification and Assessment

STREAM subunits serve all agencies throughout the State. With improved efficiencies gained with its internal processes, internal reorganization, and redistribution of responsibilities, STREAM will continue to provide service to its customers with the proposed changes below.

Strategy

- Facilities Construction Reg Assistant Director – Offer the VBP to current incumbent and, if the offer is accepted, reclassify the position to a lesser classification of DGS Project Manager – Real Estate. If the incumbent elects to reject the offer, the position will be reclassified to the lesser classification of DGS

Project Manager – Real Estate and the incumbent will be allowed to apply for the reclassified position.

- Architect – Offer the VBP to current incumbent and, if the offer is accepted, retain the position for reclassification at a later date as needed to support business operations. If the incumbent elects to reject the offer, the position will remain at its current classification and no action will be taken.
- Administrative Services Assistant 2* - Offer the VBP to current incumbent and, if the offer is accepted, retain the position for reclassification at a later date as needed to support business operations. If the incumbent elects to reject the offer, the position will remain at its current classification and no action will be taken.

Capital Projects

- Energy Consultant – Offer the VBP to the current eligible incumbent in the classification and, if the offer is accepted, reclassify the position to DGS Energy Engineer. If the incumbent elects to reject the offer, the position will be reclassified based on the business needs of the division and the incumbent will be allowed to apply for the reclassified position.
- Executive Administrative Assistant 1 – Offer the VBP to the current eligible incumbent in the classification and, if the offer is accepted, reclassify the position based upon the business needs of the division. If the incumbent elects to reject the offer, the position will be reclassified based on the business needs of the division and the incumbent will be allowed to apply for the reclassified position.
- Facilities Construction Director – Offer the VBP to the current incumbent and, if the offer is accepted, retain the position for reclassification at a later date as needed to support business operations. If the incumbent elects to reject the offer, the position will be retained and no action taken.
- Architect – Offer the VBP to the four (4) eligible incumbents in the classification and accept one (1) application. If more than one (1) application is received, the applicant with the greatest years of service will be accepted. The position will be retained for reclassification at a later date as needed to support business operations. If no applications to accept the offer are received, all positions will be retained with no action taken.

Compliance

- Real Property Agent 3 – Offer the VBP to the current incumbent and, if the offer is accepted, retain and reclassify the position to the higher classification of Real Property Agent 4. If the incumbent elects to reject the offer, the position will be reclassified to a Real Property Agent 4 and the incumbent will be allowed to apply for the reclassified position.
- Administrative Assistant 1 – Offer the VBP to the current incumbent and, if the offer is accepted, retain the position for reclassification at a later date as needed to support business operations. If the VBP application is rejected, the position will be retained at the current classification and no action taken.

DEPARTMENT OF GENERAL SERVICES
321.09 PRINTING AND MEDIA SERVICES

PRINTING AND MEDIA SERVICES

Executive Summary

The Printing and Media Services Division provides an array of products and services to all departments and agencies within State government. We offer quality printing and binding services, graphic art designs, award winning photographic services, Web site design and maintenance, and micrographic scanning. In addition, Printing and Media Services Division is tasked with providing administrative and management support to the state's forms and publications programs. Printing and Media Services provides exceptional print media services and products on time and at the lowest possible cost by well trained and motivated employees.

Printing and Media Services is supported by the following classifications:

- (1) Printing Services Director
- (1) State Chief Photographer
- (1) Printing Services Assistant Director
- (3) Printing Services Production Manager
- (1) Administrative Services Assistant 4
- (2) Administrative Services Assistant 3
- (1) Graphics Designer 2
- (3) Printing Services Supervisor 2
- (1) Procurement Officer 1
- (1) Administrative Assistant 2
- (1) Bindery Supervisor 2
- (3) Graphics Designer 1
- (8) Offset Press Operator 2
- (1) State Photographer 2
- (11) Offset Press Operator 1
- (1) Printing Pre-Press Supervisor 2
- (7) Bindery Worker 2
- (1) Printing Scheduler
- (1) State Photographer 1
- (1) Graphic Artist
- (3) Printing Estimator
- (1) Storekeeper 2
- (1) Account Clerk
- (2) Clerk 3
- (1) Printing Order Clerk
- (3) Clerk 2
- (1) Vehicle Operator
- (1) Warehouse worker

We have identified the classification of Graphic Artist to participate in the Voluntary Buyout Plan. With continued improvements to internal processes and technological enhancements, we can continue to provide service to our customers without impacting service delivery to our customers.

In the event eligible employees do not apply or are not accepted for the VBP, the Printing and Media Services Division has no present intention of eliminating or reclassifying the identified classifications/positions.

Business Justification and Assessment

Printing and Media Services provides exceptional print media services and products on time and at the lowest possible cost by well trained and motivated employees. As the division continues to strive for cost-effective excellence, we have determined that graphic design services can be adequately provided by the Graphics Designer 1 and Graphics Designer 2. Printing and Media Services proposes to offer the Voluntary Buyout Plan to the Graphic Artist. If the incumbent opts to accept the offer, we intend to retain the position for reclassification at a future date, should business requirements create such a need. If the incumbent elects to decline the VBP offer, the incumbent will be allowed to retain the current position and no action will be taken.

DEPARTMENT OF GENERAL SERVICES
321.10 PROCUREMENT OFFICE

PROCUREMENT OFFICE

Executive Summary

The Procurement Office (CPO) is charged by Tennessee Code Annotated, Title 12, Chapter 3, with the centralized procurement of goods and services for use by state departments and agencies. CPO provides an effective and efficient centralized procurement process while obtaining quality products, goods, and services for use by all State agencies. Also housed under the umbrella of the CPO is the Governor's Office of Diversity Business Enterprise (GO-DBE). GO-DBE coordinates the State's efforts to facilitate greater participation of minority-owned, woman-owned, services-disabled, veteran-owned and small business enterprises in the State's procurement and contracting opportunities.

CPO is supported by the following classifications:

- (1) Chief Procurement Officer
- (1) Deputy Chief Procurement Officer
- (1) DGS Category Management / Legal Team Director
- (1) DGS Sourcing Director
- (1) DGS Category Management Deputy Director
- (4) Attorney 3
- (1) DGS Compliance & Training Director
- (1) DGS Systems Management Director
- (1) Management Consultant 2
- (1) DGS Sourcing Account Management Team Lead
- (3) DGS Category Team Lead
- (9) DGS Sourcing Account Specialist
- (1) DGS Sourcing Team Lead
- (1) Diversity Business Program Director
- (15) DGS Category Specialist
- (1) DGS Purchasing Card Administrator
- (1) DGS Risk Manager
- (1) DGS Procurement Compliance Team Lead
- (2) DGS Procurement Systems Manager
- (8) DGS Sourcing Analyst
- (1) Executive Administrative Assistant 1
- (5) DGS Procurement Compliance Specialist
- (4) DGS Procurement System Analyst
- (1) Grants Program Manager
- (1) Training Officer 2
- (2) Administrative Services Assistant 5
- (1) Administrative Services Assistant 4
- (1) Legal Assistant
- (1) Administrative Services Assistant 3

- (1) DGS Procurement Support Team Lead
- (2) Training Specialist 2*
- (1) Administrative Assistant 2
- (1) Administrative Services Assistant 2*
- (2) DGS Purchasing Card Program Assistant
- (4) DGS Procurement Support Assistant

We have identified the classifications of DGS Sourcing Account Specialist, DGS Category Specialist, DGS Purchasing Card Administrator, DGS Procurement Compliance Specialist, Legal Assistant, Administrative Services Assistant 3, Administrative Services Assistant 2*, and DGS Procurement Support Assistant to participate in the Voluntary Buyout Plan.

CPO has identified positions that it presently believes may need to be eliminated, or relocated, or reclassified downward (to a lower pay level), or reclassified upward if certain VBP-eligible employees do not elect the VBP. However, no final decision has been made in these regards. No position eliminations, relocations, or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

Business Justification and Assessment

As we compare the services currently offered to the services required by the various State agencies, we have identified that, through improved efficiencies and redistribution of responsibilities, the CPO can continue to effectively serve our customers while utilizing a fewer positions. As such, we propose the following

- DGS Sourcing Account Specialist – Offer the VBP to the five (5) eligible incumbents in the classification and accept one (1) to receive the buyout. If more than one application is received, the applicant with the greatest seniority will be accepted to receive the buyout. The position will be retained for reclassification at a later date to accommodate business necessities. If no applications for the VBP are received, all incumbents will be allowed to retain their current positions and no action will be taken.
- DGS Category Specialist – Offer the VBP to the one (1) eligible incumbent in the classification and, if the offer is accepted, abolish the position. If the eligible incumbent elects to reject the offer, the incumbent will be allowed to retain the current position and no action will be taken.
- DGS Purchasing Card Administrator – Offer the VBP to the current incumbent and, if the offer is accepted, retain and reclassify the position to the lower classification of DGS Purchasing Card Program Assistant. If the incumbent elects to reject the offer, the position will be reclassified to the DGS Purchasing Card Program Assistant and the incumbent will be allowed to apply for the position.
- DGS Procurement Compliance Specialist – Offer the VBP to the two (2) eligible incumbents in the classification and accept one (1) to receive the buyout. If more than one application is received, the applicant with the greatest seniority will be accepted to receive the buyout. The position will be retained for reclassification at a later date to accommodate business necessities. If no applications for the

VBP are received, all incumbents will be allowed to retain their current positions and no action will be taken.

- Legal Assistant - Offer the VBP to the current incumbent and, if the offer is accepted, retain and reclassify the position to a lower, clerical classification. If the incumbent elects to reject the offer, the position will be reclassified to the lower clerical classification and the incumbent will be allowed to apply for the position.
- Administrative Services Assistant 3 – Offer the VBP to the one (1) eligible incumbent in the classification and, if the offer is accepted, reclassify the position to the higher classification of Information Systems Analyst 2*. If the incumbent elects to reject the offer, the position will be reclassified to the higher classification and the incumbent will be allowed to apply for the position.
- Administrative Services Assistant 2* – Offer the VBP to the current incumbent and, if the offer is accepted, retain the position for reclassification at a later date to accommodate business necessities. If the eligible incumbent elects to reject the offer, the incumbent will be allowed to retain the current position and no action will be taken.
- DGS Procurement Support Assistant – Offer the VBP to the two (2) eligible incumbents in the classification and accept one (1) to receive the buyout. If more than one application is received, the applicant with the greatest seniority will be accepted to receive the buyout. The position will be retained for reclassification at a later date to accommodate business necessities. If no applications for the VBP are received, all incumbents will be allowed to retain their current positions and no action will be taken.

DEPARTMENT OF GENERAL SERVICES
321.15 INFORMATION TECHNOLOGY SERVICES

Information Technology Services

Executive Summary

Information Technology Services (IT) is to provide quality information resources and services to the divisions of General Services and Finance and Administration at the least possible cost, thereby enabling the departments to operate more efficiently. IT is supported by the following classifications:

- (1) Senior Project Manager
- (1) Executive IT Director
- (1) Information Systems Director³
- (1) Information Systems Manager²
- (1) Information Systems Manager¹
- (4) Information Systems Analyst 4
- (3) Information Systems Consultant
- (2) Information Resource Support Specialist 4
- (2) Information Resource Support Specialist³
- (1) Information Resource Support Specialist²*

With changes to the IT division associated with the onset of NextGen we are in the process of reclassifying all position within the division. In conjunction with NextGen, the F&A's workstation consolidation project will affect the desktop support services staff. We have identified the classification of Information Resource Support Specialist 4 in the desktop support division to participate in the Voluntary Buyout Program. This position will be transferred to the F&A workstation support team following the consolidation of workstation support staff.

IT has identified positions that it presently believes may need to be eliminated, or relocated, or reclassified downward (to a lower pay level), or reclassified upward, or transferred to another Department if certain VBP-eligible employees do not elect the VBP. However, no final decision has been made in these regards. No position eliminations, relocations, or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

Business Justification and Assessment

The State of Tennessee recently completed its NextGen assessment and soon all desktop support services will be provided by the Department of Finance and Administration Office of Information Resources. IT, however, provides far more technological services than simply desktop support. IT provides infrastructure and application support as well as works closely with every division of General Services to provide technological support to every facet of the business processes and works to facilitate cost effective improvements. IT also supports division specific software and programs such as AIM, Fleet Focus, and Archibus. Given the breadth of IT's impact on all divisions of the

department, we propose to offer the buyout to the current, eligible incumbent of the Information Resource Support Specialist 4 in the desktop support division. If the eligible incumbent elects to reject the offer, the incumbent will be allowed to retain the position at its current classification. As part of the state-wide reorganization of desktop support the Information Resource Support Specialist 4 positions will be transferred to F&A OIR.

DEPARTMENT OF GENERAL SERVICES
321.18 WAREHOUSING & DISTRIBUTION

WAREHOUSING AND DISTRIBUTION

Executive Summary

Warehousing and Distribution redistributes State, Federal and Department of Defense personal property declared as surplus to authorized governmental, non-profit, educational, and law enforcement agencies; or, if not needed by these organizations, is sold to the general public via internet auction. Redistribution avoids premature disposal and enables acquisition of items by agencies at a cost they can afford.

The Distribution Warehouse operations provide storage and distribution services for a variety of forms, envelopes and other printed materials. Warehouse Administration offers and provides assistance to State agencies in the areas of inventory and space management, as well as, introducing cost-effective warehousing and distribution methods for utilization of available space and inventory.

- (1) Central Stores Director
- (2) Administrative Services Assistant 5
- (1) Administrative Services Assistant 4
- (2) Administrative Services Assistant 3
- (1) Procurement Officer 1
- (1) Property Utilization Manager 1
- (4) Administrative Services Assistant 2*
- (3) Stores Manager
- (2) Property Representative 3
- (3) Storekeeper 2
- (1) Account Clerk
- (2) Long Distance Hauler
- (3) Property Representative 2*
- (4) Storekeeper 1
- (2) Stores Clerk
- (1) Vehicle Operator

We have identified the classifications of Vehicle Operator, Procurement Officer 1, Property Utilization Manager 1, Administrative Services Assistant 3, and Administrative Services Assistant 5 to participate in the Voluntary Buyout Program.

Warehousing and Distribution has identified positions that it presently believes may need to be eliminated, or relocated, or reclassified downward (to a lower pay level), or reclassified upward if certain VBP-eligible employees do not elect the VBP. However, no final decision has been made in these regards. No position eliminations, relocations, or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

Business Justification and Assessment

The Division of Warehousing and Distribution is in the process of an organizational restructure to better meet the needs of its customers in a cost effective and efficient manner. As such, we propose the following:

- Offer the VBP to the incumbent of the Administrative Services Assistant 5 and, if the offer is accepted, reclassify the position to the lower classification of Administrative Services Assistant 3 (Operation Coordinator). If the incumbent elects to reject the offer, the position will be reclassified and the incumbent will be allowed to apply for the position.
- Offer the VBP to the incumbent of the Administrative Services Assistant 3 and, if the offer is accepted, reclassify the position to Logistics Coordinator. If the incumbent elects to reject the offer, the position will be reclassified and the incumbent will be allowed to apply for the position.
- Offer the VBP to the incumbent of the Property Utilization Manager 1, and if the offer is accepted, reclassify the position to Federal Acquisitions Coordinator. If the incumbent elects to reject the offer, the position will be reclassified and the incumbent will be allowed to apply for the position.
- Offer the VBP to the incumbent of the Procurement Officer 1 and, if the offer is accepted, reclassify the position to a new title to be based on the business needs of the division. If the eligible incumbent elects to reject the offer, the incumbent will be allowed to retain the current position and no action will be taken.
- Offer the VBP to the incumbent of the Vehicle Operator position and, if the offer is accepted, reclassify the position to the higher classification of Material Handler 1. If the eligible incumbent elects to reject the offer, the incumbent will be allowed to retain the current position and no action will be taken.